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STANDARD FORM NO. 64

Approved For Release 2001/08/09 : CIA-RDP78-03568A000900020034-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Personnel

DATE: 6 August 1954

FROM : Acting Chief, Employee Services Division

SUBJECT: Transfer of Slot Within ESD

1. It is requested that slot No. Q 280 be transferred from the Counseling Branch to the Insurance and Claims Branch, Employee Services Division, inasmuch as there is a greater need for this slot in the Claims activity. This request is in conformance with your recent directive concerning the use of personnel and slots within existing T/O in the most effective manner.

25X1A9a 2. If this request is approved, it will be necessary to
25X1A9a block Mrs. [REDACTED] of the Counseling Branch, present occupant of the GS-9, against the slot occupied by Miss [REDACTED] and in turn block Miss [REDACTED] against the GS-12 position, Q 278. Some thought might be given to changing the GS-12, written as an Assistant Chief to a senior Counselor, inasmuch as there would be only two other technicians to be supervised.

25X1A9a

25X1A9a

[REDACTED]

Ch, OWS

*AD/P concurs. Please take necessary
action.*

25X1A9a

[REDACTED]

EXECUTIVE OFFICER

- 9 AUG 1954

*#706
8-9-54*

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